



FAIRVIEW DEVELOPMENTAL CENTER JOB OPPORTUNITY BULLETIN

WAREHOUSE WORKER (JC-49544)

SALARY RANGE	\$2963-\$3383
TENURE/TIME BASE	Permanent, Full Time
PROGRAM/DEPARTMENT	Dietetics
FINAL FILING DATE	Until Filled

DESCRIPTION OF DUTIES: Under the general direction of the Assistant Director of Dietetics/Production, responsible for assisting in warehouse activities for food and supplies. Duties include receiving, storing, rotating, issuing of food and re-palletizing supplies for Dietetics Storeroom and Main Kitchen. Assist in inventory of all food and supplies. Operating pallet jack and forklift; cleaning storeroom and maintaining safety and sanitation in the area; checking orders against stock on hand; assists in processing receiving paperwork and kitchen orders; maintaining a good rapport with vendors and facility staff; instructing Food Service Technicians; performs additional duties as required; works extended hours and/or varying shifts; attends in-service training as required. Must possess and maintain a Class III California's Driver's License and a current State of California Defensive Driving Card.

WHO MAY APPLY: Candidates with list and transfer eligibility for the classification will be considered. Appointment will be subject Reemployment list procedures. Candidates must have good verbal and written communication skills. Applications will be reviewed and only the most qualified candidates will be scheduled for interviews. **Note:** Appointment subject to pre-employment physical and fingerprint clearances. Applications can be obtained from the Exams and Hiring Unit of Fairview Developmental Center or from the California Department of Human Resources website www.calhr.ca.gov. **Applications must be received in the Personnel Reception Office by no later than the close of business of the final filing date (4:30 PM). Applications postmarked, personally delivered or received via interoffice mail after the final filing date will not be accepted. Faxed applications or resumes will not be accepted.**

PLEASE SEND YOUR COMPLETED STATE APPLICATION (STD. 678) TO:

FAIRVIEW DEVELOPMENTAL CENTER
EXAMS & HIRING UNIT, ROOM 211
2501 HARBOR BLVD.
COSTA MESA CA 92627
(714) 957-5255

IMPORTANT: PLEASE INCLUDE THE PROGRAM/DEPARTMENT NEXT TO THE JOB TITLE ON THE APPLICATION OR IT WILL NOT BE CONSIDERED FOR THE VACANCY.

FAIRVIEW IS AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.

CLASSIFICATION TITLE: WAREHOUSE WORKER
RELEASE DATE: 01/11/2017